

**BROOKWOOD BAPTIST CHURCH
CHECK REQUEST/SUPPLY REQUISITION FORM**

- A receipt must accompany a request for reimbursement.
- Check request must be approved (signed) by the appropriate staff facilitator/minister.
- Request should be turned in to the financial secretary by Monday afternoon.
- Checks will be processed on Tuesday morning and will be ready for mail out/pick-up on Wednesday morning.

Date of Request _____ Date Needed _____

Check Payable To: _____

Address: _____

City: _____ State _____ Zipcode _____

Amount \$ _____ Description _____

Account Name _____ Account # _____

Requested By _____ Approved By _____

Special Instructions _____
